

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of September 27, 2012**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:00 p.m. on Thursday, September 27, 2012.

Present: President Paula Connors, Vice President Mike Willis; Board Secretary Frederick Miller; Trustee John Anderson-Bricker; Trustee David Hammer; Trustee Jenny Weiss (entered meeting at 4:07 p.m.); Library Director Susan Henricks; Recorder Denette Kellogg; and Secretary Jennifer Long

Absent: Trustee Diann Guns

Staff Present: Jason Burds, Mike May, Danielle Day, Michelle Hellmer (entered meeting at 4:10 p.m.), Deb Fliegel and Amy Muchmore (entered meeting at 4:15 p.m.)

Public Present: Ben Jacobson, Telegraph Herald Reporter

1. President Paula Connors called the meeting to order at 4:03 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, September 27, 2012."

Motion: Hammer

Second: Willis

Vote: Aye – 5; Nay – 0

2. Approval of Library Board of Trustees' Minutes of August 23, 2012.

"Moved to approve the Board minutes of Thursday, August 23, 2012."

Motion: Willis

Second: Miller

Vote: Aye – 5; Nay – 0

Trustee Jenny Weiss entered the meeting at 4:07 p.m.

3. Board President's Report:

- A. Communication with Dubuque City Council for August 23, 2012.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, August 23, 2012."

Motion: *Willis*
Second: *Anderson-Bricker*
Vote: *Aye - 6; Nay - 0*

Michelle Hellmer entered the meeting at 4:10 p.m.

- B. Discussion of Subscription of Nonprofit Board Report – The Board agreed that while the publication has some useful information, the resources they currently have provide the information needed.
- 4. Motion to Receive and File Informational Items –
 - A. Library Director's report Summary and Update: Henricks provided a written summary of the following items to the Library Board with additional comments:
 - 1) Library Financial Report FY-13 - Henricks reported that seventeen percent of the fiscal year has lapsed with fifteen percent of the budget expended and revenue collected at fifteen percent of estimates for the year. Anderson-Bricker questioned the online information services charge in the gift fund. Henricks reported that it is the Library Foundation/Dubuque Racing Association (DRA) grant for notification software that was invoiced directly to the Library. The invoice was paid from the gift fund and will be reimbursed by the Library Foundation. Willis wanted to congratulate the Library on gaining Leadership in Energy and Environmental Design (LEED) status. Willis questioned if there were any updates on the negotiations with Tricon and Henricks responded that there is nothing new. Miller questioned if the shade over the skylight in the auditorium was working. Henricks replied the installer completed the repairs and the shades work, but two people are needed to close the shade and the potential for debris to interfere with the shade is still an issue.
 - 2) Library Use Statistics – Henricks reported that August business was slower than this time last year reflecting a decrease in circulation of three percent and the number of visitors was down fourteen percent. Henricks noted that the decrease in the number of visits is likely inaccurate due to the gate counter at the historic entrance that was covered to protect the equipment from damage. Henricks reported that internet

use was up by ten percent, volunteer hours were up by thirteen percent, and downloadable materials increased one-hundred percent over this time last year.

Deb Fliegel and Amy Muchmore entered the meeting at 4:15 p.m.

- 3) Facilities Update – Henricks reported that work on the mezzanine was completed and reopened to the public on September 18, 2012. A final walk through took place on Thursday, September 20, 2012. Klauer Construction agreed to replace one of the glass panels at the railing that had broken during the project and to clean the globes of the light fixtures. Henricks also reported that a full-service contract with Total Maintenance, Inc. (TMI) was signed and one service call has been placed since the signing; Fred Jackson Tuckpointing repaired some cracked and lifting stone on the west side of the building and will come back a week before the Iowa Library Association (ILA) conference reception to power wash the historic steps.

Miller questioned if the repair to the glass panel would be completed in time for the October 10, 2012, Iowa Library Association reception. Henricks responded that it was requested that it be done by October 8, 2012.

- 4) Marketing Update – Henricks reported that she met with Pat Marzofka from the Loras College Marketing Department about the *Geek the Library* campaign. Willis questioned if Henricks had approached Clarke University or The University of Dubuque about this project and Henricks responded that she had not contacted them yet as she is waiting for Mr. Marzofka to make a decision.
- 5) Community Survey – Henricks reported that Bill Willson will conclude the survey on Wednesday, September 26, 2012, at which time he will have enough surveys submitted to be able to generalize the results to the population.

B. Library Comment Cards Received – The Board reviewed the five comment cards received and concurred with the staff responses.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report FY13 Library Use

Statistics, Facility Update, Marketing Update, Community Survey, and Library Comment Cards."

*Motion: Anderson-Bricker
Second: Willis
Vote: Aye – 6; Nay – 0*

5. Action Items:

A. Open Access: Dubuque County Library – Connors provided a brief overview of the meeting she, Henricks, and Guns attended with the Dubuque County Library Board to request \$10,000 to offset expenses incurred in serving county residents and to request the formation of a task force. The County Library Board declined both requests.

Henricks provided the history of funding of the Open Access Program and reiterated that the program has never been funded at one hundred percent. The program was never intended to replace local library service, which is what has happened. The Dubuque County Library System is responsible for forty-two percent of all the check outs to rural residents and fifty-eight percent of the check outs coming from the three other public libraries in the county: James Kennedy in Dyersville, Cascade and Carnegie-Stout Public Library.

Henricks provided some recommendations for the Board review:

Henricks recommended that the Board go to the Dubuque County Board of Supervisors meeting and talk to them about the issue and encourage them to consider the idea of a task force. Henricks also suggested that the library no longer accept requests from Open Access patrons to place items on hold or request an item be purchased.

Connors reported that the public library in Dyersville restricts services to Open Access patrons due to the volume of business. Connors asked what the open access agreement states about restricting access. Henricks reported that the agreement states that if twenty-five percent of a library's total circulations go to non-residents, a library can restrict the number of items borrowers can take out. The James Kennedy Public Library in Dyersville does not allow holds or purchase requests. The restrictions Henricks recommended will not affect the Library's Open Access Agreement with the State of Iowa.

Hammer reported he has served on the Board at different times and this has been an ongoing problem. Hammer stated he felt Henricks'

suggestions were a good way to start, but if this doesn't help the problem the Board must be ready to take more decisive action.

Miller asked what a next step might be if the Dubuque County Board of Supervisors declined to discuss the issue. Henricks stated the Library does not have to participate in the Open Access program, however, if we drop out of the program we will lose state funding, which is \$15,000 a year. Henricks also clarified that if we did not participate in the Open Access Program, Carnegie-Stout Public Library (C-SPL) patrons would not be allowed to check out at the other participating libraries. Willis questioned if it was true that C-SPL is paying \$67,000 per year after state reimbursement to participate in this program and if other libraries have this same problem. Henricks reported on her meeting today with the Iowa Urban Public Library Association and that some other libraries have experienced challenges.

Willis asked Henricks what is the number of C-SPL patrons using other libraries through the Open Access program. Henricks stated that she has requested this information from the State and should be receiving it; however, she does know the greatest number is over fourteen thousand to Dubuque County. Willis wanted to know if C-SPL were to drop out of the Open Access Program, could C-SPL still keep utilizing the Interlibrary Loan Program, and Henricks responded yes because they are two separate programs.

Weiss questioned if there was information available for the Dubuque County Library's expenses to serve our patrons using their library. Henricks replied that the Dubuque County Library would have to do a cost analysis as she did and to her knowledge they have not done this. Henricks stated the Dubuque County Library had eighty-five thousand circulations last year and fourteen thousand of these were to C-SPL patrons. Weiss mentioned the \$64,000.00 surplus reported in the Telegraph Herald that the County Library had in fiscal year 2012. Henricks stated the County Library requested to use that money for materials and staff.

Weiss questioned if the formation of a task force would have an associated cost. Henricks responded that there would be no cost, just the time of the volunteers on the task force. Weiss then asked what rationale was provided by the Dubuque County Library Board for their rejecting the request and Henricks stated that they believe this is a state funded program issue.

Hammer asked if we are a City or County Library and stated C-SPL should consider limiting its role to City. Weiss expressed concern for our patrons who do use other libraries and not being able to do so if we dropped participation in the Open Access program.

"Moved to invite the Dubuque County Library Board to the next or a special meeting of the Carnegie-Stout Public Library Board."

*Motion: Hammer
Second: Miller
Vote: Aye - 6; Nay - 0*

Henricks stated that many county patrons come in and want holds. She feels they should be educated on why they can no longer have holds. Then Patrons may go back to the Dubuque County Library and pressure them to consider the issue further. Weiss feels that limiting county residents may cause the Dubuque County Library Board to reconsider the task force. Anderson-Bricker questioned if dropping the Open Access Program will affect other funding with the state. Henricks reported it would not affect the Interlibrary Loan Program, but it would affect direct state aid. Henricks reported that the Open Access Agreement is a yearly agreement signed on July 1 of each year.

"Moved to have Henricks go to the Dubuque County Board of Supervisors to request an amount to be determined and encourage the county supervisors to support the formation idea of a task force. As of October 1, 2012, C-SPL will no longer accept requests to purchase titles not currently owned and C-SPL will no longer accept county patrons' requests to be added to the waiting list for books."

*Motion: Weiss
Second: Hammer
Vote: Aye - 6; Nay - 0*

Deb Fliegel, Michelle Hellmer, Jason Burds, Danielle Day, Michael May and Amy Muchmore exited the meeting at 4:48 p.m.

B. Budget Fiscal Year 2014 – Henricks provided the Board a PowerPoint presentation on requests for the fiscal year 2014 Improvement Packages (IP) and Capital Improvement Projects (CIP). In summary the presentation provided an overview of the following budget requests: a walkway and barrier to contain insulation above the skylight in the auditorium, RFID technology for the collection, a new

ILS, UV light protection on the windows on the first and second floors of the library, and funding to replace the exterior signage.

"Moved to approve Henricks proposed Fiscal Year 2014 Budget with the amount of money for digital enhancements to be determined."

*Motion: Weiss
Second: Willis
Vote: Aye - 6; Nay - 0*

6. Communications/Public Comment – Hammer informed the Board that during the meeting he wrote a letter to the editor, not as a board member but as a concerned citizen, which he gave to the Telegraph Herald reporter Ben Jacobson.
7. Library Board Adjournment - The Board adjourned at 5:23 p.m.

"Motion to adjourn."

*Motion: Weiss
Second: Anderson-Bricker
Vote: Aye - 6; Nay - 0*

Frederick K. Miller
Frederick K. Miller, Board Secretary